

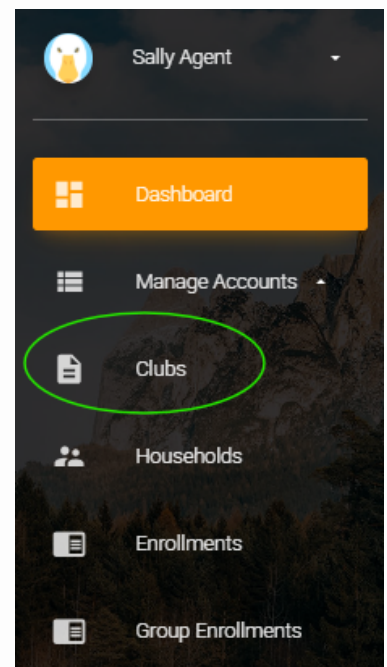
Uploading Club Chartering Documents in ZSuite

Club charting documents (charter form, bylaws and AFFACT-662 form) are to be kept in ZSuite. Below are the instructions for where to find the club documents section.

- 1.) Log in to your ZSuite Account at <https://4h.zsuite.org/>.



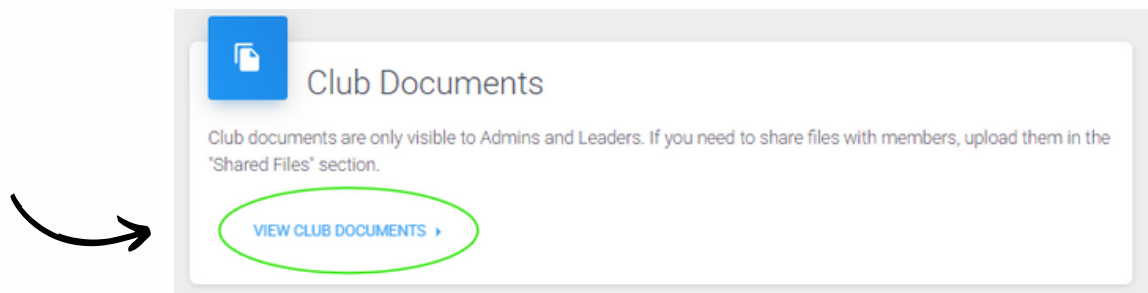
- 2.) Locate the “Clubs” button on the navigation tool under “Manage Accounts”.



- 3.) Click on the name of the club you are uploading documents for

Name	# of Active Club Members	# of Active Volunteers	# of Pending Members	Edit
EXAMPLE CLUB	0	0	1	Edit
FUN CLUB	0	0	0	Edit
I DO NOT KNOW	1	0	0	Edit

- 4.) Click “View Club Documents” under the Club Documents Section



- 5.) Click “+Club Upload” and select the file you want to upload. You must title the document and click “save”. You can only upload documents one at a time.

